

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 54073 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$50,000.00

☐ Work Session (Report Only) **DATE OF MEETING:** 9/27/11
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$50,000.00
☐ Annual **FUNDING SOURCE:** General Fund
☐ Capital **EXPENDITURE ACCOUNT:** Information Technology
☐ N/A

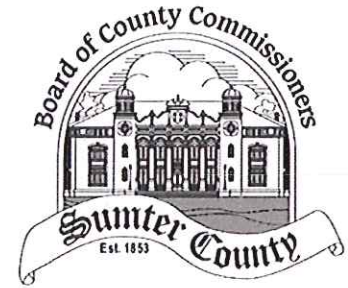
HISTORY/FACTS/ISSUES:

Purchase Order #54073 (The Villages Technology Solutions Group) increase request by \$50,000.00 to cover expenses for the remaining Fiscal Year 2010/2011 for General IT and Programming Services.

Exhibit A

CHANGE ORDER REQUEST FORM

Attach copy of original approved PO (unless Contract/Paperless PO)



PO Number 54073
 Vendor The Villages Technology Solutions Group
 Original PO Amount 77,000.00
 Current PO Amount (including any Change Orders) 207,000.00
 Net Change Amount (-/+) + 50,000.00

PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Cover expenses for the remaining General IT and Programming Services with The Villages Technology Solutions Group for the fiscal year 2010/11.

Signature/Approvals

Department Head _____

Division Director _____

Financial Services Dept. _____

County Administrator _____

Date _____

Date _____

Date _____

Date _____

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

The Villages Technology Solutions Group
1026 Canal Street
The Villages, FL 32162

DATE October 13, 2010

DEPT. Information Technology

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001-415-519-3400		1	General IT/ Programming Services	77,000.00	77,000.00
			Amended	70,000.00	147,000.00
			FY- 2010/11	60,000.00	207,000.00
			Open Purchase Order		
TERMS:				TOTAL	77,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: DATE:

OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.